

CITY OF WEST KELOWNA

NOTICE TO PERMIT HOLDERS

The Building Division of the City of West Kelowna has incorporated several new features in the Inspection Procedures. Please ensure that these are reviewed and complied with in order to allow orderly inspection of your project and avoid unnecessary delays.

NOTE: When more than one (1) re-inspection is required for any of the required inspections, a re-inspection fee of **\$50.00** must be paid to the City of West Kelowna prior to the re-inspection being done.

- A. **Inspections:** Permit holders are responsible to build their projects in conformity with codes and bylaws. Inspections are required after completion of the following stages of construction:

Footings, Dampproofing/Draintile, Site Services (Water/Sewer), Underslab Plumbing (Drain Waste and Venting), Radon Ready Piping, Above grade Drain Waste and Venting, Water Distribution System, Framing Inspection (after all trades have completed their work and have been inspected and approved), Insulation Inspection, and Occupancy/Final approvals.

- B. **Plans and Documents:** You have been provided with a weatherproof bag to hold the approved plans and documents. These **must** be on site during an inspection.

- C. **New Product:** (Canadian, American, etc.) Many new and innovative products are entering the market place. If you are considering using a new product or an American product, you should determine if the product meets the building standards used in British Columbia.

- D. **Gypsum Board/Drywall Recycling Program:** It is mandatory to recycle drywall and gypsum in the Okanagan region due to the safety hazards and volume of the waste. The waste is sold to private companies that either recycle it into new gypsum or process it into fertilizer. This includes all used gypsum, including painted, nailed, screwed and contaminated gypsum. Gypsum disposal is available at the Glenmore Landfill site located at 2105 Glenmore Rd in Kelowna.

Mixed Loads of Demolition and Construction Waste are subject to additional fees as per Solid Waste Management By-law # 10106. Please contact the Glenmore Landfill at 250-469-8961 for further information.

- E. **Occupancy Approvals:** Final Inspection slips will be issued when a project is completed authorizing the permit holder the use, 'occupancy' of the project. **Please be advised that the following information (when applicable) must be provided to the City of West Kelowna prior to the undertaking of the Final Inspection:**

1. **All the Schedule C's from the professional(s) involved with the project.**
2. **Proof of the appropriate disposal of gypsum waste (a receipt from the recycling depot or completion of a statutory declaration).**
3. **A blown-in insulation certificate from your insulation installer.**

- F. **Building Division:** The B.C. Building Code has been enacted to provide minimum building standards. It is the responsibility of property owners and their agents to meet these standards. The role of the Building Division is to carry out inspections to monitor, at specific stages, whether the construction is in conformity with these standards.

- G. **Garbage Collection and Recycling:** For information on garbage collection and recycling, call 250-469-6250 or Email: recycle@cord.bc.ca